



**DEPARTMENT OF THE ARMY**  
**104<sup>TH</sup> AREA SUPPORT GROUP**  
UNIT 20193, BOX 0001  
APO AE 09165-0001

AETV-HUG-DGC

26 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure (SOP), Significant Activities Report (SAR)

1. **PURPOSE.** To define and establish the 104<sup>th</sup> Area Support Group (ASG) Commander's requirements for the bi-monthly Significant Activities Report (SAR). The SAR is a Base Support Battalion (BSB) Commanders'/ASG Directors' vehicle to outline significant activities accomplished by an organization during the designated reporting period. The BSB SAR is also a vehicle for BSB Commanders to bring issues to the ASG Commander's attention. Finally, the ASG SAR is one tool the ASG Commander will use to keep IMA-E and Senior Mission Commanders informed of ASG-wide activities and initiatives.
2. **APPLICABILITY.** This SOP applies to the following:
  - a. All BSBs within the 104<sup>th</sup> ASG.
  - b. The 104th ASG Directorate of Public Works (DPW).
  - c. The 104<sup>th</sup> ASG Directorate of Morale, Welfare and Recreation (DMWR).
  - d. All other ASG primary and special staff are encouraged to submit significant activity input as outlined below, when the director determines that inclusion of the information or event is warranted.
3. BSBs, ASG DPW and ASG DMWR will submit their bi-monthly SAR input to the ASG EAC via e-mail ([eac@104asg.army.mil](mailto:eac@104asg.army.mil)) according to the attached schedule of due dates. Input is due not later than 1200 on the date indicated.
4. SAR input will be limited to significant events or actions occurring from the period of the 1<sup>st</sup> through the 15<sup>th</sup> of the month and then the 16<sup>th</sup> through the last day of the month. All significant events should include the date, location, and significant details (who, what, when, where, and why). Input should not exceed three pages. All input will be reviewed and consolidated into the ASG SAR (not to exceed three pages) by the ASG DPTMS, reviewed by the ASG Deputy to the Commander and provided to the ASG Commander for approval. The ASG Commander will forward the SAR to IMA-E, USAREUR, and other "commander-selected" individuals. BSBs and ASG Staff Directors will receive both the ASG SAR and all supporting SARs used to compile the ASG SAR.
5. All SAR input will be written so that it is clearly understandable to the potential target audience. Input will be written in short, concise bullet comments as opposed to paragraphs. Avoid the use of uncommon acronyms without first spelling out what they stand for.
6. All SAR input will be submitted as a word document, left justification, and using regular, size 12, Times New Roman font. Only category titles (**COMMANDER'S COMMENTS**, **PERSONNEL**, etc.) will be in bold and all upper case. Remember to capitalize the words "Soldier /Soldiers."

7. All SAR input should fall into one of the following eight categories:

- a. **COMMANDER'S COMMENTS:** This should be a concise assessment of events occurring during your reporting period. Highlight concerns or issues that require the ASG Commander's attention or action.
- b. **PERSONNEL:** Address changes in key personnel and personnel shortages.
- c. **PHYSICAL PLANT:** The status of key projects whether renovations or new construction should be listed here, i.e., major repairs, demolitions/significant damage (fire/wind etc.) Updates on major utilities work or changes affecting provision of utilities should also be included.
- d. **MWR:** Address MWR programs, both management and execution, in this category.
- e. **FAMILY SUPPORT:** Highlights of actions taken specifically in support of family members should be addressed here.
- f. **SPECIAL EVENTS:** In this category address community events outside MWR; for example, ethnic and heritage observances, strategic planning sessions and community briefings.
- g. **FORCE PROTECTION:** This category is reserved for force protection initiatives and activities.
- h. **VISITORS:** Visits by General Officers or civilian equivalent should be listed here.
- i. **MEDIA:** List significant media issues/events which have a significant or potentially significant positive or negative impact on the Army in Europe or the 104<sup>th</sup> ASG.

9. Point of contact/proponent for this SOP is the ASG DPTMS at 322-1330.

FOR THE COMMANDER:

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ROBERT KANDLER  
Deputy to the Commander

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SAR Reporting Periods and Dates Input Due to the ASG EAC

**SAR Reporting Periods:**

**Input Due to the ASG EAC by 1200 on:**

01-15 Oct 04	13 Oct 04
16-31 Oct 04	28 Oct 04
01-15 Nov 04	09 Nov 04
16-30 Nov 04	24 Nov 04
01-15 Dec 04	13 Dec 04
16-31 Dec 04	28 Dec 04
01-15 Jan 05	12 Jan 05
16-31 Jan 05	27 Jan 05
01-15 Feb 05	11 Feb 05
16-28 Feb 05	25 Feb 05
01-15 Mar 05	11 Mar 05
16-31 Mar 05	28 Mar 05
01-15 Apr 05	13 Apr 05
16-30 Apr 05	28 Apr 05
01-15 May 05	12 May 05
16-31 May 05	25 May 05
01-15 Jun 05	13 Jun 05
16-30 Jun 05	28 Jun 05
01-15 Jul 05	13 Jul 05
16-31 Jul 05	28 Jul 05
01-15 Aug 05	10 Aug 05
16-31 Aug 05	26 Aug 05
01-15 Sep 05	13 Sep 05



**SAR Reporting Periods:**

16-30 Sep 05

01-15 Oct 05

16-31 Oct 05

01-15 Nov 05

16-30 Nov 05

01-15 Dec 05

16-31 Dec 05

**Input Due to the ASG EAC by 1200 on:**

28 Sep 05

13 Oct 05

27 Oct 05

09 Nov 05

28 Nov 05

13 Dec 05

28 Dec 05